



## City of Torrance

### PROMOTIONAL OPPORTUNITY

#### Senior Administrative Assistant (Job Code 13121134)

**Pay Range:** \$23.19 – \$24.34 – \$25.52 – \$26.82 – \$27.47 – \$28.18 per hour.

**Benefits:** Please refer to the Torrance Professional & Supervisory Association Memorandum of Understanding: <http://www.torranceca.gov/10032.htm#>

#### Position Overview

The eligible list from this examination process will be used to fill a vacancy for Senior Administrative Assistant in the Communication and Information Technology Department. This position provides administrative and secretarial support to a department head or executive manager. General Duties include:

- Using independent judgment and initiative in planning, organization and performance of responsible and confidential secretarial work.
- Serving as a point of contact for the department coordinating communication and performing other duties are required.
- Prepares correspondence, such as letters, memos, reports, Commission and Council items and other materials on a variety of general and technical topics from rough drafts and other sources.
- Independently, composes letters, memos and other written communications on routine matters. Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, syntax and grammar.
- Supervising clerical and/or secretarial support staff.

For a detailed job description, please visit <http://www.torranceca.gov/19881.htm>.

#### Candidate Qualifications

CANDIDATES MUST HAVE COMPLETED SIX (6) MONTHS OF ACTUAL SERVICE AFTER PERMANENT APPOINTMENT AS A CIVIL SERVICE EMPLOYEE BY THE FINAL FILING PERIOD.

Any combination of education/experience that would provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be:

Graduation from high school or equivalent and three years of increasingly responsible secretarial and/or administrative support experience; courses in office administration and business occupations and experience in a lead capacity are desirable.

#### Application and Selection Process

Candidates must apply on-line at [www.TorranceCA.Gov](http://www.TorranceCA.Gov). On-line only applications will be accepted from Wednesday, January 22, 2014, at 7:30 a.m. through Wednesday, January 29, 2014, at 5:30 p.m. Qualified candidates will be invited to participate in the examination process.

The examination will consist of:

Written Examination- weighted 40%; Writing Assessment- weighted Pass/Fail; and Oral Interview- weighted 60%

The test dates are to be determined. Please visit our webpage under Recruitment Status for dates and current status.

#### Special Notes

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date, January 29, 2014.

Candidates may call (310) 618-2915 with application or testing questions.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

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